

**INDIANA RESPIRATORY CARE COMMITTEE
APPLICATION FOR APPROVAL OF CONTINUING EDUCATION PROGRAMS FOR
RESPIRATORY CARE PRACTITIONERS
INFORMATION AND INSTRUCTIONS**

Before completing and submitting your continuing education application to our office for approval, please read all materials and information included.

If you have any questions regarding the application process for continuing education approval please contact the Respiratory Care Committee. Applications are also available online at www.pla.IN.gov.

COMMITTEE ADDRESS/PHONE NUMBER/WEB SITE/EMAIL/FAX NUMBER

Indiana Professional Licensing Agency
Attn: Indiana Respiratory Care Committee
402 W. Washington Street, Room W072
Indianapolis, Indiana 46204
Staff Phone: (317) 234-2054
FAX: (317) 233-4236
Staff Email: pla8@pla.IN.gov
Web Site: www.pla.IN.gov

APPROVAL OF CONTINUING EDUCATION PROGRAMS

Under the statutory provision as listed below, if a program is designed to directly enhance the respiratory care practitioner's knowledge and skill in providing services relevant to the respiratory care practitioner's profession or occupation and falls under an "Approved Organization" it is no longer necessary to submit an application for approval by the Indiana Respiratory Care Committee.

Under IC 25-1-4-0.2:

Sec. 0.2. As used in this chapter, "approved organization" refers to the following:

- (1) United States Department of Education.
- (2) Council on Post-Secondary Education.
- (3) Joint Commission on Accreditation of Hospitals.
- (4) Joint Commission on Healthcare Organizations.
- (5) Federal, state, and local government agencies.
- (6) A college or other teaching institution accredited by the United States Department of Education or the Council on Post-Secondary Education.
- (7) A national organization of practitioners whose members practicing in Indiana are subject to regulation by a board or agency regulating a profession or occupation under this title or IC 15.
- (8) A national, state, district, or local organization that operates as an affiliated entity under the approval of any organization listed in subdivisions (1) and (7).
- (9) An internship or a residency program conducted in a hospital that has been approved by an organization listed in subdivisions (1) through (7).
- (10) Any other organization or individual approved by the Board.

Also, under IC 25-1-4-0.5:

Sec. 0.5. As used in this chapter, "continuing education means an orderly process of instruction that is approved by an approved organization or the board that is designed to directly enhance the practitioner's knowledge and skill in providing services relevant to the practitioner's profession or occupation.

DEADLINE DATE FOR SUBMISSION OF APPLICATION

If the Sponsoring organization does not fall under IC 25-1-4-02, they are required to submit applications to the Committee **thirty (30) days** prior to the presentation of the program.

TYPE WRITTEN APPLICATION

All applications must be type written. Any application that is not type written will be returned to the Sponsor and will delay the approval process.

COPIES OF APPLICATION AND ATTACHED INFORMATION

Sponsoring organization are required to submit the following:

1. One (1) original and one (1) copy of the application
2. One (1) original and one (1) copy of the information (brochures, evaluation form, etc.) included.

If the Committee does not receive one (1) original and one (1) copy of the application and one (1) original and one (1) copy of all information (brochures, evaluation form, etc.) included, the application will be returned to the Sponsor and will delay the approval process.

APPROVAL CERTIFICATES

Upon approval by the Committee, a certificate will be issued and mailed to the Sponsor.

CERTIFICATE OF ATTENDANCE

Sponsoring organizations are required to issue a "Certificates of Attendance" to each participant, which shall include, the following information:

- Name of Sponsor
- Name of Program
- Date of Program
- Number of continuing education hours awarded

APPROVED CONTINUING EDUCATION PROGRAMS ON WEBSITE

After your continuing education program has been approved it will be included on the list of "Approved Continuing Education Programs" which are located on the Committee's website at www.pla.IN.gov.

STATUTES AND ADMINISTRATIVE RULES

Statutes and Administrative Rules which pertain to the practice of respiratory care are available to download from the Agency's website at www.pla.IN.gov.

APPLICATION INSTRUCTIONS AND DOCUMENTATION REQUIRED

APPLICATION

Mail completed application along with all required documentation listed to the Indiana Professional Licensing Agency at the address listed below.

Indiana Professional Licensing Agency
Attn: Indiana Respiratory Care Committee
402 W. Washington Street, Room W072
Indianapolis, Indiana 46204

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PROGRAM BROCHURES OR OTHER INFORMATION

Sponsoring organizations are required to submit a copy of the course brochure or a draft copy of the information to be provided in the brochure with each application.

EVALUATION FORM

Sponsoring organizations are required to submit a copy of the evaluation form to be completed by participants.

INFORMATION REQUIRED

Sponsoring organizations are required to list on the application or on documents attached to the application the following information:

TIME INTERVALS

Specific time intervals for each activity must be provided.

TIME ALLOWANCES

Time allowances for any scheduled non-instructional activities such as coffee breaks must also be included.

CONTENT OF PROGRAM

The content of the program must be documented and included with the application.

MULTIPLE DAY PROGRAMS

All multiple day programs must indicate on which day each topic will be presented.

FACULTY MEMBERS/SPEAKERS

All faculty members/speakers presenting the program must be identified by name and title.

VIDEOTAPE

If the program is a videotape, please provide specific dates the videotape will be shown and the date the videotape was originally produced.

ADMINISTRATIVE RULES REGARDING CONTINUING EDUCATION

844 IAC 11-5-3 Continuing education hours required

Authority: IC 25-34.5-2-10

Affected: IC 25-34.5-2-10

Sec. 3. (a) Each respiratory care practitioner licensed in Indiana is required to complete an annual average of seven and one-half (7.5) hours of continuing education during each biennium (January 1 of odd-numbered year to December 31 of succeeding even-numbered year) in the area of respiratory care.

(b) A respiratory care practitioner is not required to complete continuing education requirements for the year in which the initial license was issued.

(c) Continuing education hours must be obtained within the biennial renewal period and may not be carried over from one (1) licensure period to another.

(d) No more than five (5) hours of continuing education can be obtained through correspondence courses during the biennium.

(e) The committee shall accept continuing education courses in the following areas toward fulfillment of the requirements under IC 25-34.5-2-10(a):

(1) Management of the practice of respiratory care.

(2) Courses concerning the practice of respiratory care that do the following:

(A) Enable individuals to teach continuing education courses for respiratory care practitioners.

(B) Enable respiratory care practitioner to teach topics related to patient/family education.

(3) The practice of respiratory care.

(Medical Licensing Board of Indiana; 844 IAC 11-5-3; filed Sep 29, 1992, 2:00 p.m.: 16 IR 723; filed Aug 4, 1994, 5:00 p.m.: 17 IR 2869; readopted filed Nov 30, 2001, 10:25 a.m.: 25 IR 1323)

844 IAC 11-5-4 Reporting continuing education

Authority: IC 25-34.5-2-10

Affected: IC 25-34.5-2-10

Sec. 4. (a) A licensee must sign the renewal form provided by the bureau that verifies that all continuing education requirements according to section 3 of this rule will have been met by the time of license renewal.

(b) The respiratory care practitioner shall maintain his or her continuing education records of a given biennium for a period of four (4) years following the end of the biennium.

(c) It is the responsibility of the respiratory care practitioner to verify that courses attended have been approved by the committee. Without approval, as provided under section 5 of this rule, credit will not be given. *(Medical Licensing Board of Indiana; 844 IAC 11-5-4; filed Sep 29, 1992, 2:00 p.m.: 16 IR 723; readopted filed Nov 30, 2001, 10:25 a.m.: 25 IR 1323)*

844 IAC 11-5-5 Approval of continuing education programs

Authority: IC 25-34.5-2-10

Affected: IC 25-34.5-2-10

Sec. 5. (a) The following criteria shall be used for approval of continuing education programs for respiratory care practitioners:

(1) The continuing education program shall have a statement of objectives which the program should achieve for its participants relating to and enhancing the study of respiratory care.

(2) The sponsor of continuing education programs shall provide adequate administration, including a responsible person to coordinate and administer the program, and shall provide for the maintenance of proper records.

(3) Sponsors of continuing education programs shall provide adequate funding for the educational programs undertaken.

(4) The curriculum of a continuing education program shall be thoughtfully planned and designed to explore in considerable depth one (1) subject or a closely related group of subjects related to the practice of respiratory care.

(5) The continuing education program shall have qualified faculty members who have demonstrated competence in the subject areas.

(6) The continuing education program shall be held in adequate facilities that allow for an effective program.

(7) Continuing education programs shall employ a variety of educational methods and teaching aids that enhance the learning opportunities.

(8) Appropriate methods of evaluation shall be devised and used to measure the continuing education program's effectiveness.

(9) The sponsor of the continuing education program shall provide to the participants a meaningful record of attendance stating the continuing education hours involved.

(b) Programs for continuing education may be approved by the committee provided the sponsoring organization has submitted the proper form at least thirty (30) days prior to presentation of the program.

(c) The sponsor of the program is responsible for monitoring attendance in such a manner that verification of attendance throughout the entire program can be reliably assured.

(d) Notwithstanding subsections (a) and (b), continuing education programs for respiratory care practitioners sponsored by the following organizations are approved as follows:

- (1) American Association of Respiratory Care or one (1) of its chartered affiliates.
- (2) American Medical Association.
- (3) American Nurses Association.
- (4) Indiana State Nurses Association.
- (5) American College of Chest Physicians.
- (6) American Academy of Pediatrics.
- (7) American Academy of Pediatrics Certification/Recertification, including the following:
 - (A) Pediatric Advanced Life Support (PALS)—eight (8) hours.
 - (B) Neonatal Resuscitation Certification (NRC)—four (4) hours.
 - (C) Pediatric Advanced Life Support (PALS) Instructor Course—eight (8) hours.
 - (D) Neonatal Resuscitation Certification (NRC) Instructor Course—four (4) hours.
- (8) American Heart Association seminar programs.
- (9) American Heart Association Certification/Recertification, including the following:
 - (A) Advanced Cardiac Life Support (ACLS)—eight (8) hours.
 - (B) Basic Cardiac Life Support (CPR)—two (2) hours.
 - (C) Advanced Cardiac Life Support (ACLS) Instructor Course—eight (8) hours.
 - (D) Basic Cardiac Life Support (CPR) Instructor Course—four (4) hours.
 - (E) Automated External Defibrillator Certification—four (4) hours.
 - (F) Automated External Defibrillator Certification Instructor Course—four (4) hours.
- (10) Society of Critical Care Medicine.
- (11) American Association of Critical Care Nurses.
- (12) American Society of Anesthesiologists.
- (13) American Polysomnographers Technologist.
- (14) American Osteopathic Association.
- (15) National Society for Cardiopulmonary Technologists.
- (16) American Thoracic Society.
- (17) American Lung Association.
- (e) The following programs shall be approved by the committee for the following number of hours:
 - (1) Intermediate Electrocardiography (EKG)—one (1) hour.
 - (2) Atlanta School of Sleep Medicine and Technology, "Seminar on Sleep Study and Technology"—two (2) week seminar—eight (8) hours.

(Medical Licensing Board of Indiana; 844 IAC 11-5-5; filed Sep 29, 1992, 2:00 p.m.: 16 IR 723; filed Aug 4, 1994, 5:00 p.m.: 17 IR 2870; readopted filed Nov 30, 2001, 10:25 a.m.: 25 IR 1324)